

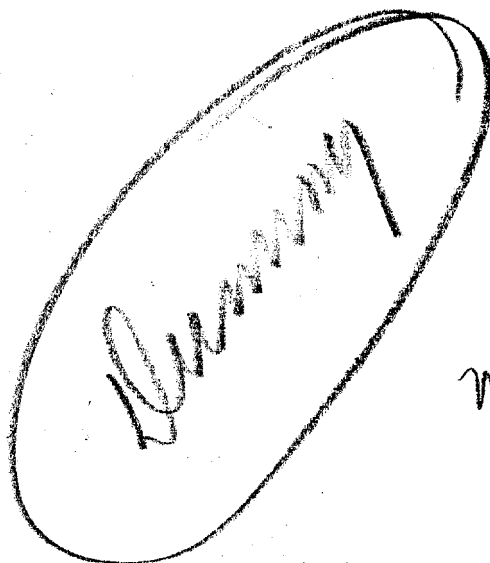
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January-February 1958
~~November-December 1957~~

SB-7⁸

SUPPORT BULLETIN

FOR INFORMATION OF HEADQUARTERS
AND FIELD PERSONNEL



white paper
Red ink

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file. If separated from the file it must be
subjected to individual systematic review.

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PURPOSE

The Support Bulletin, to be published periodically, is designed to keep headquarters and field personnel informed on administrative, personnel, and support matters. The Support Bulletin is not directive in nature but rather attempts to present items which, in general, are of interest to all personnel and, in particular, of interest to those employees occupying various support positions. Suggestions and constructive criticism from both headquarters and field personnel are encouraged. 9

NOTE: — This bulletin is *for information only*. It does not constitute authority for action and is in no way a substitute for regulatory material.

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LEGISLATION

UPR (1)



CIVILIAN PAY RAISES

Theoretical

UPR 2

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SR 2

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ed salary table—Comparison between (a) rates in administration bill, and (c) rates in S. 734

Grade		1	2	3	4	5	6	7
GS-1	Present rate	\$2,680	\$2,775	\$2,870	\$2,965	\$3,060	\$3,155	\$3,250
	Administration plan	2,855	2,945	3,035	3,125	3,215	3,305	3,395
	S. 734	2,890	2,990	3,070	3,160	3,250	3,340	3,430
	Difference	+35	+35	+35	+35	+35	+35	+35
GS-2	Present rate	2,900	3,045	3,130	3,215	3,300	3,385	3,470
	Administration plan	3,140	3,230	3,320	3,410	3,500	3,590	3,680
	S. 734	3,180	3,270	3,360	3,450	3,540	3,630	3,720
	Difference	+40	+40	+40	+40	+40	+40	+40
GS-3	Present rate	3,175	3,250	3,345	3,430	3,515	3,600	3,685
	Administration plan	3,370	3,460	3,550	3,640	3,730	3,820	3,910
	S. 734	3,415	3,505	3,595	3,685	3,775	3,865	3,955
	Difference	+45	+45	+45	+45	+45	+45	+45
GS-4	Present rate	3,415	3,500	3,595	3,675	3,755	3,840	3,925
	Administration plan	3,625	3,715	3,805	3,895	3,985	4,075	4,165
	S. 734	3,670	3,760	3,850	3,940	4,030	4,120	4,210
	Difference	+45	+45	+45	+45	+45	+45	+45
GS-5	Present rate	3,670	3,825	3,940	4,075	4,210	4,345	4,480
	Administration plan	3,885	4,065	4,185	4,320	4,475	4,620	4,765
	S. 734	3,930	4,080	4,235	4,390	4,545	4,670	4,815
	Difference	+55	+55	+55	+55	+55	+55	+55
GS-6	Present rate	4,080	4,215	4,350	4,485	4,620	4,755	4,890
	Administration plan	4,325	4,470	4,615	4,760	4,905	5,050	5,195
	S. 734	4,370	4,520	4,670	4,820	4,965	5,110	5,255
	Difference	+60	+60	+60	+60	+60	+60	+60
GS-7	Present rate	4,325	4,660	4,795	4,930	5,065	5,200	5,335
	Administration plan	4,800	4,945	5,090	5,235	5,380	5,525	5,670
	S. 734	4,845	5,010	5,165	5,300	5,445	5,590	5,735
	Difference	+85	+85	+85	+85	+85	+85	+85
GS-8	Present rate	4,970	5,105	5,240	5,375	5,510	5,645	5,780
	Administration plan	5,270	5,415	5,560	5,705	5,850	5,995	6,140
	S. 734	5,315	5,490	5,635	5,780	5,925	6,070	6,215
	Difference	+75	+75	+75	+75	+75	+75	+75
GS-9	Present rate	5,440	5,575	5,710	5,845	5,980	6,115	6,250
	Administration plan	5,770	5,915	6,060	6,205	6,350	6,495	6,640
	S. 734	5,815	5,980	6,145	6,300	6,455	6,610	6,765
	Difference	+90	+90	+90	+90	+90	+90	+90
GS-10	Present rate	6,090	6,225	6,360	6,495	6,630	6,765	6,900
	Administration plan	6,380	6,525	6,670	6,815	6,960	7,105	7,250
	S. 734	6,425	6,580	6,735	6,890	7,045	7,200	7,355
	Difference	+100	+100	+100	+100	+100	+100	+100
GS-11	Present rate	6,390	6,505	6,620	6,735	6,850	6,965	7,080
	Administration plan	6,880	7,110	7,340	7,570	7,800	8,030	8,260
	S. 734	6,925	7,160	7,390	7,620	7,850	8,080	8,310
	Difference	+110	+110	+110	+110	+110	+110	+110
GS-12	Present rate	7,570	7,785	8,000	8,215	8,430	8,645	8,860
	Administration plan	8,150	8,360	8,570	8,780	8,990	9,200	9,410
	S. 734	8,195	8,410	8,620	8,830	9,040	9,250	9,460
	Difference	+120	+120	+120	+120	+120	+120	+120
GS-13	Present rate	8,990	9,205	9,420	9,635	9,850	10,065	10,280
	Administration plan	9,570	9,805	10,135	10,365	10,695	11,025	11,355
	S. 734	9,615	9,850	10,085	10,320	10,555	10,790	11,025
	Difference	+130	+130	+130	+130	+130	+130	+130
GS-14	Present rate	10,380	10,595	10,760	10,925	11,090	11,255	11,420
	Administration plan	11,105	11,335	11,565	11,795	12,025	12,255	12,485
	S. 734	11,150	11,380	11,610	11,840	12,070	12,300	12,530
	Difference	+140	+140	+140	+140	+140	+140	+140
GS-15	Present rate	11,810	11,885	12,150	12,420	12,690	12,960	13,230
	Administration plan	13,000	13,425	13,850	14,275	14,700	15,125	15,550
	S. 734	13,045	13,470	13,895	14,320	14,745	15,170	15,595
	Difference	+400	+400	+400	+400	+400	+400	+400
GS-16	Present rate	13,900	13,115	13,330	13,545	13,760	13,975	14,190
	Administration plan	14,300	15,000	15,500	16,000	16,500	17,000	17,500
	S. 734	14,345	15,045	15,545	16,045	16,545	17,045	17,545
	Difference	+500	+500	+500	+500	+500	+500	+500
GS-17	Present rate	13,975	14,190	14,405	14,620	14,835	15,050	15,265
	Administration plan	16,000	16,500	17,000	17,500	18,000	18,500	19,000
	S. 734	16,045	16,545	17,045	17,545	18,045	18,545	19,045
	Difference	+500	+500	+500	+500	+500	+500	+500

The amount by which the rates in the Senate Bill differ from those in the administration bill

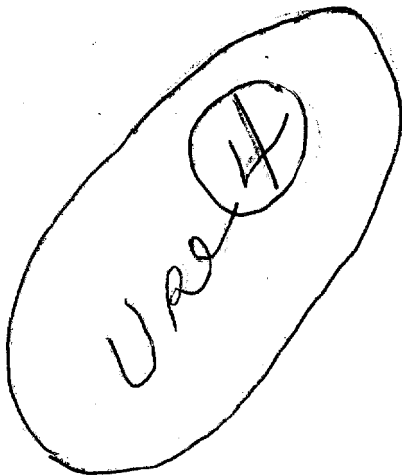
the Senate Bill

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MILITARY PAY RAISES



...the problem, being asked, the answer is yes.

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Proposed Enlisted Basic Pay Scale

Years of Service in Grade

Pay Grade	Dollars per Month				
	0 to 2	2 to 4	4 to 6	6 to 8	Over 8
E-9 Sgt. Major ..	\$400.00	\$415.00	\$420.00	\$430.00	\$440.00
E-8 1st Sgt.	350.00	360.00	370.00	380.00	
E-7 M. Sgt.	300.00	310.00	320.00	330.00	
E-6 Sgt. 1st	250.00	260.00	270.00	280.00	
E-5 Sgt.	210.00	220.00	230.00		
E-4 Corp.	140.00	150.00			
E-3 Pfc.	99.37	117.00			
E-2 Pvt. (over 4 mo.)	83.80				
E-1 Pvt. (under 4 mo.)	78.00				

Proposed Officer Basic Pay Scale

Years of Service in Grade

Pay Grade	Entry Pay	1-2	2-3	3-4	4-5	5-6	Over 6
O-10 Gen. ...	\$1700						
O-9 Lt. Gen. ...	1500						
O-8 Maj. Gen. ...	1350						
O-7 Brig. Gen. ...	1200						
O-6 Col.	950		*1005		*1065		
O-5 Lt. Col. ...	710		*750		*795		*840
O-4 Maj. ...	590		590		595		600
O-3 Capt. ...	420	432	445	458	471	485	498
O-2 1st Lt. ...	335	345	355	365	375		
O-1 2nd Lt. ...	225	244	268				

*Includes "active duty pay supplementals," paid only to active duty officers and not to retired personnel or personnel in training for less than 30 days, amounting to: O-5 \$55, O-6 \$100, O-7 \$100, O-8 \$30.

†Proposed new ranks.

‡Proposed new pay grades.

§Military personnel on active duty receive rental, subsistence and other allowances in addition to basic pay.)

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THE SUPERVISOR

THE KEY TO BETTER EMPLOYEE SUGGESTIONS

During the last five fiscal years, 343 employee suggestions were approved and adopted in this Organization. Cash awards totaling sixteen thousand fifty-five dollars were paid to the suggesters. Approximately three hundred and twenty-five thousand dollars in tangible savings were realized in the first year these suggestions were adopted.

Just last month, four employees were awarded eight thousand five hundred dollars for a combined suggestion which resolved one major problem. A saving of one hundred and fifty thousand dollars was immediate and estimates of additional savings were calculated to be substantially in excess of this. Here in one combined suggestion we have the most significant contribution of the last five years.

How, then, can the Organization get more employee suggestions that are of major benefit and importance to the Organization? What is the key to better employee suggestions?

Recent studies made by the Government indicate that in both Government and industry the supervisor is the key to a better suggestion program. Only with the active support, encouragement, and participation of these key men and women can the Organization hope for outstanding accomplishments.

The supervisor's broader knowledge can give an employee's suggestion on a local problem a wider and more all-embracing coverage. The supervisor is the logical catalyst for stimulating the initial spark and maintaining the chain reaction that broadens a simple local suggestion into a major Organization-wide proposal. Also, such encouragement and cooperation are vital for better employee relations.

It is natural that the supervisors, harrassed by work loads and priorities, tend to put aside this "extra burden" that has no priority tag. The complexity of the Organization's work demands a constant search for ways of conducting its business with increased efficiency. Wide participation by more employees is es-

sential if we are to derive full benefit from the ingenuity and inventiveness of all our personnel.

The President recently said: "This participation can be obtained only if all levels of management and supervision understand its importance, encourage it, and insure that it is promptly and properly recognized."

NEW CLASSIFICATION OF JOBS PROPOSED

According to a recent newspaper article a streamlined job classification system to fix the grades and salaries of the Government's classified employees is before the President's Cabinet sub-committee on salaries and benefits.

Heads of Federal agencies would be given broader authority to give in-grade promotions to deserving employees under another major proposal.

These far-reaching plans, proposed by a steering committee, will be used by the President as a basis for recommending legislation in the Federal employee field to Congress in January.

This committee has proposed replacement of the present detailed system of job classification with a "bench-mark" or "key" position system similar to that installed two years ago in the postal service to determine the grades, salaries, and responsibilities of its jobs.

Briefly, it would have the Civil Service Commission write detailed job descriptions and assign grades and salaries to about 600 "bench-mark" jobs which are in common use throughout the Federal service. Some of them obviously would be typist, stenographer, clerk, machine operator, personnel director, attorney, and the like.

Then the agencies themselves would classify an estimated 2000 "key" positions which are peculiar to their operations. In such a group would be revenue agents, foreign-affairs experts, business specialists, and contract renegotiators among many others.

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The grades and salaries of the remaining jobs would be placed in slots that have a direct relationship to the "bench-mark" and "key" jobs.

Eventually, all classified employees would have to write new descriptions of their jobs which would have to be checked by their agencies. The descriptions would be used by their agencies to assign them proper grades and salaries. The employees would have the right to appeal their classifications to CSC. Also, the CSC, through its inspection service, would check the grades and salaries of jobs to make certain they were properly allocated.

The Classification Act was enacted into law in 1923 on the principle of equal pay for equal work. It has been revised since that time.

The 1923 act wrote into law many detailed job descriptions and grades that haven't been changed although they are clearly out of date. For example, Federal agencies have been trying for years to start college graduates in the professions at Grade 7 which has a starting salary of four thousand five hundred and twenty-five dollars. But the law says the young professionals must begin in Grade 5 which has a starting salary of three thousand six hundred and seventy dollars. In contrast, the average garbage collector in a large city is paid about one thousand dollars more a year.

Under the plan advanced by the steering committee, Congress would assign specific grades to the 600 "bench-mark" jobs which would be classified by CSC.

CSC now has the responsibility of classifying all of the million classified jobs, although it has been getting more and more help from the agencies in recent years. Much of the detailed work would be taken over by the agencies under the committee recommendation. CSC would classify the "bench-mark" jobs, issue policies to guide agencies in classifying their jobs, and check on them to see that the law and its policies were carried out.

Presumably the 18-grade classification system wouldn't be compressed into a smaller number of grades as proposed by previous groups. One official even suggested that it

be lengthened to 20 grades to get it closer in line with the postal classification system.

The committee also called for an end to certain restrictions on grade and in-grade promotions. The present restrictions, officials say, penalize the outstanding employees who should be given faster promotions to provide them with financial incentives to make careers in the Government. The committee wants agency heads given broader powers over all forms of promotions.

This committee also has recommended an immediate pay raise for classified and postal employees to help them offset higher living costs, and a longer-range plan to set up a salary board to fix most of their salaries within minimum and maximum rates for each grade to be fixed by Congress.

It is also working on proposals, along with the Budget Bureau, to raise the pay of military personnel. In fact, the entire question of pay, both military and civilian, is being handled as a single problem. The President recently came out for an increase in the salaries of military personnel who he said were "underpaid."

While the Organization is exempt from the Classification Act, we generally follow the provisions of the act in administering our job classification program.

UNIVERSITY CONSULTANTS ATTEND PERSONNEL CONFERENCE

The Office of Personnel was host to 19 University Consultants during a 3-day conference held in October. These consultants assist in identifying and referring promising candidates, principally Junior Officer Trainees, to the Organization. The purpose of the conference was to improve their understanding of our needs and requirements.

The conference program included talks by the Director and the Deputy Director, as well as other senior officials. Also, the consultants made an overnight visit to a training base where they observed training sessions and special demonstrations.

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PUBLIC SERVICE AID SOCIETY
CAMPAIGN

The Public Service Aid Society, which has come to the assistance of many of our employees during financial emergencies, is conducting its second fund drive at headquarters. Contributions during this drive now total ten thousand four hundred and twenty-two dollars against a goal of eighteen thousand dollars. While we have not yet reached our goal, this response is substantially greater than that to the preceding drive.

For the past several months, solicitation for the Society has been conducted in the field, and contributions reported from that source to date total four thousand seven hundred and ninety-four dollars.

Although the fund campaigns, both in headquarters and in the field, will close with the headquarters' campaign for the United Givers Fund, contributions to the Society may be made at any time.

In its operation to date, the Society has received applications for assistance from 23 employees. The Society has made grants totaling five thousand one hundred and twenty-eight dollars and loans totaling three thousand nine hundred and forty dollars in response to these requests.

The Society has applied to the Internal Revenue Service for a tax-exempt status based on its first year's operations; this application is still pending but it is expected that an approval will soon be granted.

QUESTIONS AND ANSWERS ON
RETIREMENT BENEFITS

This article gives the official Civil Service Commission answers to Federal employee questions about the way in which military service is credited toward civil-service retirement — and also toward social-security benefits.

Q. Is military service credited toward civil-service retirement?

A. Yes, in most cases. Generally, it is credited provided it was active service, was terminated under honorable conditions, and preceded the final separation from Federal civilian service which is the basis for civil-service retirement. However, military service that is the basis for military retired pay is sometimes not allowed toward civil-service retirement.

Q. Does a new Federal employee qualify for annuity benefits immediately upon entering on duty in a position subject to the Retirement Act?

A. No. He does not qualify for annuity benefits until he has completed 5 years of civilian service, although he begins contributing 6½ percent of his salary immediately. If he leaves Federal employment before completing 5 years of civilian service, his retirement deductions are refundable, with interest.

Q. Is the new employee protected by social security during the 5-year period before he qualifies for annuity?

A. No, not unless he qualifies for social-security benefits because of some previous employment. Social-security wage credits have been given for all active military service performed since September 16, 1940.

Q. Does the receipt of military retired pay bar the crediting of military service toward civil-service retirement?

A. It usually does. However, credit may be allowed if the retired pay is (a) based on a disability incurred in combat or caused by an instrument of war and incurred in line of duty, or (b) granted under the provision giving retired pay to members of reserve components of the Armed Forces on the basis of service (Chapter 67, Title 10, U.S. Code, formerly Title III, Public Law 810, 80th Congress).

Q. Is it possible to receive military retired pay and civil-service annuity at the same time, based on the same period of military service?

A. Yes, under the conditions shown in the answer to the previous question. Only the portion of the military service that was in active status, however, may be credited toward civil-service retirement.

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Q. May military retired pay be waived so that the service on which it is based may be credited toward civil-service retirement?

A. Yes, and this is sometimes to the advantage of the employee.

Q. Does the receipt of pension or compensation under laws administered by the Veterans' Administration bar the crediting of military service toward civil-service retirement?

A. No. Full credit is given under civil-service retirement, regardless of the length of the military service on which the pension or compensation is based or the reason for it.

Q. How does the receipt of social-security benefits affect credit for military service toward civil-service retirement?

A. It has no effect on credit for military service performed before January 1, 1957. However, military service (except service performed while on military leave with pay from a civilian position) performed beginning January 1, 1957, may not be credited toward civil-service retirement if the employee is eligible to receive old-age social-security benefits.

Q. If a Federal employee retires from a civilian position and later becomes eligible for social-security benefits, may he receive credit toward civil-service retirement for military service performed on or after January 1, 1957?

A. Yes. He will be allowed credit for his military service up until the time he becomes eligible for social security. At that time, his annuity will be recomputed to exclude credit for the military service.

Q. Is there any bar against a person holding a Federal job while receiving retired military pay?

A. There are some restrictions.

A regular warrant officer or commissioned officer who retires for length of service is barred from holding most Government positions because in order to be entitled to hold a Federal job his retired pay and the pay of the Federal job must each be under twenty-five hundred dollars a year, and he may not waive retirement pay to avoid this restriction.

However, if the regular warrant officer or commissioned officer retired for disability in-

curring in line of duty, he is not barred from appointment to a Government position. He is limited to ten thousand dollars a year combined retirement pay and Federal salary unless the disability was incurred in combat or caused by an instrument of war and incurred in line of duty in time of war.

An enlisted man who retires and receives retired pay on the basis of his enlisted grade is free to accept a Government position. He is not limited as to the amount of his combined retirement pay and salary.

Q. How is the amount of civil-service retirement figured?

A. The two main factors taken into account are years of service and the "high-five" average salary (the highest average annual basic salary earned during any five consecutive years of service). A certain percentage of the "high-five" average salary is multiplied by years of service to arrive at the annuity, so adding years of military service to years of civilian service gives a higher multiplication factor. An annuity may never exceed 80 percent of the "high-five" average salary.

Q. Does the employee have to contribute a percentage of his military pay in order to be credited for his military service?

A. No. This credit is entirely free.

Q. What is a sample retirement computation?

A. A yearly basic annuity is generally figured as follows: (a) 1½ percent of the "high-five" average salary times 5 years of service, plus (b) 1¾ percent of the "high-five" salary times years of service over 5 but not over 10, plus (c) 2 percent of the "high-five" salary times years of service over 10.

Under this formula, the yearly annuity of an employee who retires at age 62 after 20 years of civilian service with a "high-five" average salary of five thousand dollars would be one thousand eight hundred and twelve dollars and fifty cents (one hundred and fifty-one dollars a month). If that person had, for example, 9 years of military service to be added to his years of civilian service, his annuity would be two thousand seven hundred and

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twelve dollars and fifty cents (two hundred and twenty-six dollars a month), or nine hundred dollars a year more. For his civilian service, the employee contributed 6½ percent of his salary, the credit for military service is free.

Q. Is disability retirement figured in the same way as age retirement?

A. Yes, except that disability retirement may not fall below a certain minimum amount. An employee retiring under the disability provision of the law is guaranteed the lesser of (a) 40 percent of his "high-five" average salary, or (b) the amount obtained under the formula explained above, after increasing his service from the date of his separation to age 60.

Of course, if his average salary and length of service entitle him to a larger annuity than the minimum guaranteed amount, he will receive the larger annuity.

Q. If a Federal employee dies in service, are his widow and children entitled to annuities?

A. Yes. The widow's annuity will be 50 percent of an annuity based on the employee's "high-five" average salary and years of service (civilian plus military). Dependent children are also entitled to annuities. Here again the employee must have completed at least five years of civilian service in order to be entitled to this protection.

Q. Can a retiring employee make provision for an annuity for his wife if he dies?

A. Yes. By taking a reduced annuity himself the employee can provide an annuity for his wife after his death.

Q. If a Federal employee is called or recalled to active military duty, what are his civil-service-retirement rights?

A. He is granted reemployment rights in his civilian position, which he may exercise upon his release from military service that lasts not more than four years.

He can be paid a refund of his retirement deductions at any time while in the military service, thus relinquishing his retirement rights. However, if he does not apply for a refund, he will be considered a civilian employee for retirement purposes for the period of his military furlough up to five years. This means, for instance, that this military furlough will count toward completion of the minimum of five years of civilian service he needs in order to qualify for civil-service retirement. It also means that if he should die while in the military service after qualifying for civil-service retirement, his wife and children may be entitled to survivor annuities.

Q. If a Federal employee leaves the service before qualifying for retirement what happens to the 6½ percent that was deducted from his salary?

A. The deductions are refundable to him if he has not completed five years of civilian service.

If he has completed five years of civilian service, he has a choice between having the deductions returned or leaving them in the fund. If he leaves them in the fund, he will be entitled to an annuity when he reaches age 62.

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LEAVE RECORD

Name _____

1958	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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ANNUAL LEAVE

Pay Period	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	W
Unused Balance																											
Earned																											
Used																											

SICK LEAVE

Pay Period	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	W
Unused Balance																											
Earned																											
Used																											

KEY

☒ On the job 8 hrs. A-Annual Leave S- Sick Leave W-LWOP C-Compensatory Leave
 M-Military Leave J-Jury Leave O-Overtime H-Holidays ☐ Saturdays and Sundays

NOTE: Your Leave Year started on Jan. 12, 1958 and will end Jan. 10, 1959

Employees desiring to keep an accurate record of their Annual and Sick Leave may find the above chart useful. Copies of the chart may be obtained through your administrative channels who will procure them from the Printing Services Division.

The "H" is for holiday and the heavy black lines set off Saturdays and Sundays, non-work days for most employees.

You earn Annual Leave on the following schedule: 4 hours for each of the 26 pay periods, or 13 days a year, during your first 3 years of service; 6 hours per pay period, or 20 days, if you have between 3 and 15 years of service (you'll get 10 hours for the last pay period, to round out your 20 days), and you'll get 8 hours, or 26 days, if you have 15 or more years of service.

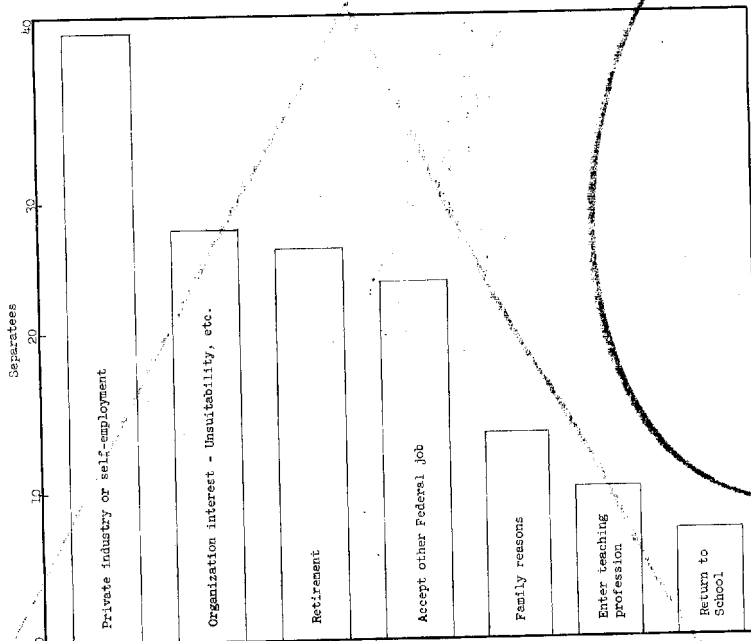
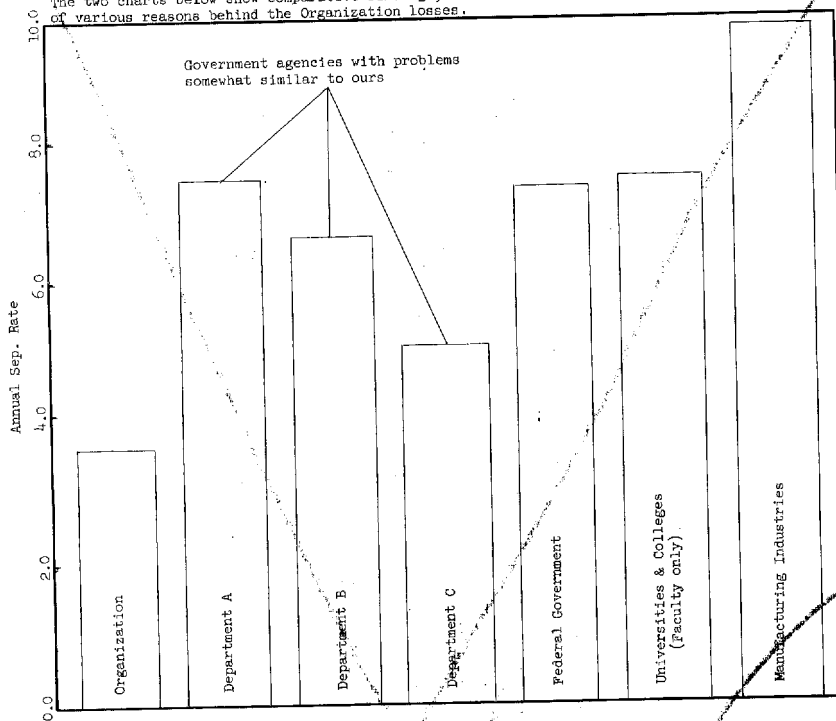
Sick Leave is the same for everyone, 4 hours each pay period, or 13 days a year, 25% there is no limit on the amount that can be accumulated. But there are legal limits on the amount of Annual Leave that can be carried over from one year to another. For more detailed information on the Approved For Release 2001/04/24 : CIA-RDP78-04724A000100080003-4

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ORGANIZATION TURNOVER IN HIGHER GRADES

A recent analysis was made of the Organization personnel losses over a one-year period in grades GS-12 and above. The losses were then compared with those of other employing groups. The two charts below show comparative findings, including percentage breakdown of losses, and of various reasons behind the Organization losses.



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